# **Modify OTC Endpoint Information**

To modify an OTC Endpoint, complete the following steps:

1. From the Administration tab, select Manage Organizations>Organization Hierarchy>Modify. The Step 1 of 3: Select an OTC Endpoint page appears.



## **Application Tip**

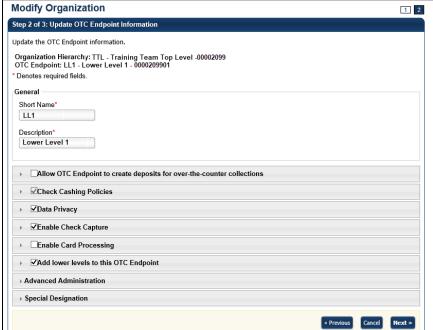
To modify endpoint information settings for an OTC Endpoint with TGA, CHK and CDC, the user must have Accounting Specialist, Check Capture Administrator and Card Administrator privileges.

- 2. Select your OTC Endpoint from the list that appears. The Step 2 of 3: Update OTC Endpoint Information page appears as shown in Figure 1.
- 3. Update the OTC Endpoint Information.

To update the **General** details of an OTC Endpoint, complete the following:

Enter the Short Name and Description for the OTC Endpoint.

Figure 1. Step 2 of 3: Update OTC Endpoint Information - Collapsed



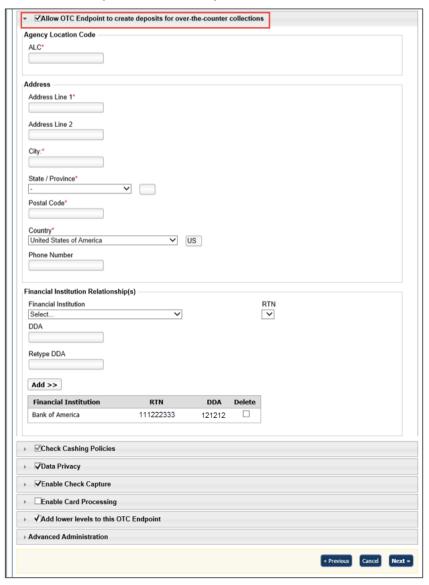


A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

To allow the OTC Endpoint to create deposits, complete the following:

 Click the Allow OTC Endpoint to create deposits for over-the-counter collections checkbox as shown in Error! Reference source not found.

Figure 2. Allow OTC Endpoint to create deposits for over-the-counter collections





Before a user is provisioned to a deposit processing OTC Endpoint (**TGA**) in ISIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** checkbox is checked.

- Update Agency Location Code by completing the following step:
  - Entering the ALC
- Update Address by completing the following step:
  - Entering the address details
- Update Financial Institution Relationship(s) by completing the following steps:
  - Selecting both the Financial Institution and the associated Routing Transit Number (RTN)
  - Entering the Demand Deposit Account (DDA) and Retype DDA and click Add.



#### **Application Tip**

To delete the Financial Institution relationship, click the **Delete** checkbox(es) under the **Delete** column.

To specify the check cashing policies of the OTC Endpoint, complete the following:

Click the Check Cashing Policies checkbox as shown in Figure 3.



#### **Application Tip**

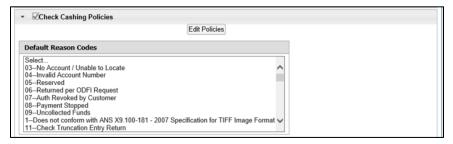
If checkbox is checked and grayed out, it indicates that this OTC Endpoint is either inheriting the policies from the parent Organization or its own information has already been defined and the user does not have the privilege to make modifications. Only a **CCA** has privileges to modify the check cashing policies.

- Add **Default Reason Codes** by completing the following steps:
  - Selecting a default reason code and clicking Add, optional. Repeat steps as necessary
- Delete Assigned Return Reason Code Filters by completing the following steps:
  - Checking Delete box(es) under the Delete column, optional



The **Default Reason Codes** allows you to specify the return reason codes relevant to your agency's program. These codes represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Figure 3. Default Reason Codes



- Update Agency Assigned Suspensions by completing the following steps, optional
  - Entering the number of Days
  - Entering the Occurrence number
  - Selecting Agency Assigned Suspensions you want to Delete by checking the boxes under the Delete column, if applicable



#### **Application Tips**

- To update the Agency Assigned Suspensions, select the Default Reason Code it will apply, by clicking in the box provided.
- The Agency Assigned Suspensions Days allows you to specify the number
  of calendar days than an individual is unable to cash a check or pay by check
  and is calculated from the date the system is aware of the return file. The
  Agency Assigned Suspensions Occurrence allows you to specify the
  suspension level.
- Update Agency Verification Policy by completing the following steps, optional
  - Clicking Include Represented and Retired Check or Include Retired Check Only
  - Checking Include Expired
  - Entering the number of Expired Days
  - Checking Agency Verification Policies—Delete



- Include Represented and Retired Check or Include Retired Check
  Only allows you to specify whether the verification record is generated
  on Represented or Retired items. Include Retired Check Only allows
  you to specify whether the verification record is generated on only
  Retired items.
- Include Expired indicates whether previous suspensions that have since expired
  are counted when accessing the suspension level to assign when the individual
  writes a check. Agency Verification Policies—Delete allows you to remove the
  check cashing policy for your OTC Endpoint. Once the check cashing policy is
  removed for the OTC Endpoint, the higher-level organization's check cashing
  policy is automatically assigned to your OTC Endpoint.

To specify the data privacy of the OTC Endpoint, complete the following:

- Click the **Data Privacy** checkbox.
- Update Data Privacy:
  - Select the Data Privacy Agency Available Attributes you want to block or unblock by checking the boxes under the Blocked column.



#### **Application Tip**

By default, Account, User Defined Field 1, Bank Routing Number, Note and Mask PII are checked as Blocked.

To enable the OTC Endpoint to capture checks, complete the following:

- Click the Enable Check Capture checkbox.
- Update Enable Check Capture by completing the following steps:
- Enter the Agency Location Code (ALC+2).



- Before a user is provisioned to a check capture OTC Endpoint (CHK) in IBM Security Identity Manager (ISIM), ensure the Enable Check Capture checkbox is checked.
- If checkbox is checked, it indicates that the OTC Endpoint information has been defined
- The ALC+2 is required for initial setup. Once the ALC+2 is entered it cannot be updated.
- Update OTC Verification Group by completing the following steps as shown in Figure 4:
  - Entering the Short Name (Starting With) and clicking Search
  - Clicking Yes or No for Queue Interface
  - Selecting the OTC Endpoint you want to add by checking the box under the Assign column and clicking Add Agency Group

**Modify Organization** 1 2 Step 2 of 3: Update OTC Endpoint Information Update the OTC Endpoint information. Organization Hierarchy: TTTL - Training Team Top Level -00002099 OTC Endpoint: LL1 - Lower Level - 0000209901 Denotes required fields. General Short Name\* LL1 Description\* Lower Level 1 ▶ ✓Allow OTC Endpoint to create deposits for over-the-counter collections → Check Cashing Policies → Data Privacy ALC+2\* Queue Interface OTC Verification Group Short Name(Starting With) LL1 Clear Search Add Agency Group **OTC Verification Group** Current Agency Site ABC Headquarters Short Name Description ALC+2 Delete LL1 Lower Level 1 0000209901

Figure 4. Enable Check Capture



- By default, the OTC Endpoint Short Name displays. Add additional OTC Endpoints to the OTC Verification Group by clicking the Clear button to clear the Short Name and entering a Short Name, clicking Search and clicking Add Agency Group.
- Designating an OTC Verification Group allows for verification data to be shared among non-related OTC Endpoints. For example, Lower Level 1 and Lower Level 2 are siblings under the High-level organization, Training Team Top Level. Since there is no parent-child relationship between these two OTC Endpoints, users from one OTC Endpoint are isolated from the other's Verification data. By adding both unrelated locations to an OTC Verification Group, they are able to share information.
- The Queue Interface is used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge.
  - Under OTC Verification Group, Current Agency Site,
    - Select the OTC Endpoint you want to delete by checking the box under the Delete column.

To enable the **OTC Endpoint** to process card payments, complete the following steps:

Click the Enable Card Processing checkbox



### **Application Tip**

Before a user is provisioned to a card processing OTC Endpoint (CDC) in ISIM, ensure the Enable Card Processing checkbox is checked.

- Update Enable Card Processing by completing the following steps as show in Figure 5:
  - o Entering the Chain Code
  - Entering the Division
  - Entering the ALC
  - Entering the Merchant ID
- Update the Address by entering the address details
- Designate the Signature Capture by completing the following steps:
  - Checking the Signature Capture check box, optional
- Select a Return Policy by completing the following steps:
  - Clicking the appropriate card transaction policy radio button for your organization, optional.

☑Enable Card Processing Chain Code\* Merchant ID\* Address Line 1\* Address Line 2 City: State / Province\* **v** Postal Code\* Phone Number Select the checkbox if you wish to add a customer signature to your agency's transaction receipts If selected, the following will appear on your agency's sale receipts: "I AGREE TO PAY THE ABOVE TOTAL AMOUNT IN ACCORDANCE WITH 

THE CARD ISSUERS AGREEMENT" and the following will appear on your agency's refund receipts: "I AGREE THAT I HAVE RECEIVED A REFUND FOR THE AMOUNT STATED ABOVE" Please select one of the following below to indicate the card transaction return policy for your organization NO REFUND, ALL SALES FINAL - For any agency that does not accept merchandise in return or exchange and does not iss O EXCHANGE ONLY - For any agency that only accepts merchandise in immediate exchange for similar merchandise of a price equal to the amount of the original transaction IN-STORE CREDIT ONLY - For any agency that accepts merchandise in return and delivers to the cardholder an in-store credit the merchandise returned that may be used only in the agency's place(s) of business. O REFUNDS ONLY AVAILABLE WITHIN 30 DAYS OF SERVICE OR PURCHASE - For any agency that issues refunds to the original crewithin 30 days of the date of purchase or service. Other None

Figure 5. Enable Card Processing Address, Signature Capture and Return Policy

To add lower level endpoints, complete the following:

- Click the Add lower levels to this OTC Endpoint checkbox.
- Update Add lower levels to this OTC Endpoint by completing the following steps:
  - Entering the Short Name and Description.
  - Click Add More Lines to add additional lower levels to this OTC Endpoint



### **Application Tip**

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

To specify the advanced administration, complete the following:

- Click Advanced Administration as shown in Error! Reference source not found..
  - Specify Advanced Administration by completing the following:
    - Clicking Yes or No for Debit Gateway
       View or specify the Forms Rendered Solution
    - View the Report Only Summary Level Data to CIR
    - View the Summary Level Classification



Figure 6. Advanced Administration



- By default, all forms are set to be rendered and viewed in HTML. Under general circumstances, the ActiveX option does not need to be specified. The Forms
   Rendered Solution is read-only and only an HLAS can specify the option to switch between viewing and accessing forms in HTML or ActiveX.
- The **Report Only Summary Level Data to CIR** Information is read-only and only an HLAS can specify the information.
- A checked box indicates that detailed level data will not be transmitted to Collections Information Repository (CIR) and only summary data is reported to CIR for all the check transactions that are processed under this OTC Endpoint (CHK) or ALC+2. This is mainly for the OTC Endpoints that are used to process tax data. An unchecked box indicates that detailed level data is transmitted to CIR.
- The Summary Level Classification is read-only and only a High-Level Agency Support (HLAS), Check Capture Supervisor, and Check Lead Operator can specify the information.
- A checked box indicates that Check Capture Lead Operators and Check Capture
   Operators cannot classify individual checks. Instead the classification of the batch
   will occur after all the checks have been
   scanned. An unchecked box indicates the Check Capture Operator will have to
   classify checks at the item level.
  - Specify Batch List Print/Export Required During options by completing the following:
    - Checking or unchecking the Close Batch checkbox
    - Checking or unchecking the Approve Batch checkbox
  - View or Specify Agency Comments

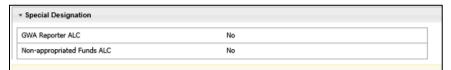


- A Check Capture Lead Operator, Check Capture Supervisor, and HLAS can add, edit, or remove Agency comments Agency Comments. A Check Capture Administrator, Check Capture Operator, Agency Manager, and CIRA Viewer can view Agency Comments.
- The **Specify Agency Comments** field allows agencies to add, edit, or remove Agency comments which are sent to CIR as part of the check transmission.

To view the special designation, complete the following:

Click Special Designation as shown in Figure 7

Figure 7. Special Designation





#### **Application Tips**

- The CARS Reporter special designation information is read-only and displays for TGA and CHK endpoints. Only an HLAS can specify the Special Designation information.
- Yes, indicates that the OTC Endpoint is associated with an ALC that has been
  designated as a CARS Reporter. No indicates that the OTC Endpoint is not
  associated with an ALC that has been designated as a CARS Reporter.
- 4. Click **Next**. The *Step 3 of 3: Review OTC Endpoint* page appears.
- 5. Verify the information is correct and click **Submit**. Click **Edit**, to modify the information entered and return to Step 4.



#### **Additional Buttons**

- Click **Previous** to return to the previous page.
- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Return Home** to return to the OTCnet Home Page.